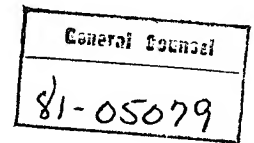


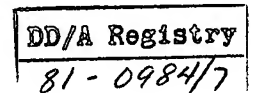
ROUTING AND RECORD SHEET

SUBJECT: (Optional)				DD/A REGISTRY	
Paperwork Reduction Act of 1980				FILE: <i>Legal</i>	
FROM: Thomas H. White Director of Information Services 1206 Ames			EXTENSION <input type="checkbox"/>	NO. <i>Legal</i> DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED			
1. OGC			<i>De</i>	For coordination.	
2.				<p>1 to 3 - Action has been taken on attached recommendation of DIS. By memos to the DCI and DDA dated 30 June, the General Counsel advised of need to make designation under Section 3506(b) of Paperwork Reduction Act and suggested that DDA be so designated. (OGC 81-05487/88) DCI, on 15 July, acted favorably on the recommendation.</p> <p><i>B. A. - pls include in file</i></p>	
3. EO/DDA			<i>W</i>		
4.					
5. ADDA					
6.					
7. DDA					
8.					
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17 JUN 1981



MEMORANDUM FOR: Deputy Director for Administration

FROM: Thomas H. White
Director of Information Services

SUBJECT: Paperwork Reduction Act of 1980

1. The Paperwork Reduction Act of 1980 requires each Federal agency no later than 1 July 1981 to name a senior official to carry out the agency's responsibilities under the Act. This official must report directly to the agency head. Moreover, if an agency has received a delegation of authority under Section 111 of the Brooks Act, this official also must be responsible for acquisitions made under Section 111. Such delegation of authority under the Brooks Act already has been given to the DCI who has redelegated it to the Director of Logistics.

2. My interpretation is that many of the responsibilities under the Paperwork Reduction Act, primarily in the form of oversight, are already being carried out by:

- a. The Director of Information Services through his responsibility for the Agency Records Management Program.
- b. The Information Handling Systems Architect in guiding and planning information handling services.
- c. The Director of Logistics through his responsibility for acquisition of automatic data processing equipment falling under the Brooks Act.
- d. The DDA who is responsible for administrative management for the Central Intelligence Agency.

2. Since the first three officials report to the DDA, I recommend asking the Director of Central Intelligence to formally name you as the Agency's senior official responsible for carrying out the requirements of the Paperwork Reduction Act. This also would require the DCI to redelegate authority under the Brooks Act to you. Compliance with the spirit of the acts would thus be ensured without causing unnecessary changes in our current procedures. I understand that OGC plans to advise the DCI of the need to make this appointment.

Thomas H. White

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